

EXHIBIT 1-B

MANAGEMENT PLAN CONTENTS

Preparation of the project management plan does not have to be a difficult task. As part of its TSEP application, each applicant prepared a preliminary management plan that described how it intended to manage its project. Preparation of the final plan is a matter of reviewing the preliminary plan and more precisely defining how and by whom the project will be administered. The management plan should cover the following three basic areas.

1. Overall Administrative Structure

This section of the plan should describe how your local government will integrate project management with its existing organizational structure. The most common alternatives for management (as discussed in the text of Chapter 1) are either administration by local staff or through a contract with a private consultant. This portion of the plan should include a description of:

- ? the role of the mayor and council (or county commission) in supervising project administration and the expenditure of project funds and how this will be coordinated with the grant manager and the recipient's financial officer;
- ? the role, if any, of the local government's attorney in preparing and reviewing any proposed contracts required for the TSEP project;
- ? the key persons who will be involved in project administration including the chief elected official, the local government's financial officer, any officials who will be authorized to sign requests for TSEP funds, the grant manager, the recipient's attorney, and any other officials or staff who will have a direct role in administering the grant. The list should include names, titles, telephone numbers, and a brief description of their role in the project's administration.

2. Grant Management

This section should describe the procedures to be followed and the persons who will be responsible for overall grant management including assuring documentation of the recipient's compliance with all applicable requirements (other than those pertaining to financial management) such as preparation of progress and closeout reports. This section should also describe the roles and responsibilities of the engineer and local staff (or management consultant) for compliance with general requirements, preparation of bid specifications and supervising bidding procedures, conducting preconstruction conferences, determining

prevailing wage rates and conducting on-site interviews with construction personnel for wage compliance, and project inspections.

If the TSEP recipient intends to contract with a consultant for grant management services a copy of the draft contract should be attached to the management plan.

3. Financial Management

This section of the plan should describe the procedures to be used and the officials or staff that will be responsible for assuring proper expenditure of and internal control over the use of TSEP funds. The description should:

- ? address the procedures to be followed for reviewing and approving expenditures, preparing and submitting drawdown requests to MDOC, processing payments, etc.;
- ? identify the persons who will be responsible for maintenance of the required financial records or processing TSEP funds;
- ? explain any arrangements with financial institutions or contractors, which involve management of TSEP funds;
- ? describe the accounting and management system to be used, such as the Budgetary, Accounting and Reporting System (BARS) or the Town Accounting System (TAS); and
- ? include the role of the governing body in approving expenditures for the TSEP project.